

CITY OF DETROIT FISCAL 2004/05 BUDGET

AGENCY 28 HUMAN RESOURCES DEPARTMENT

MISSION

The mission of the Human Resources Department is to plan, develop and deliver human resource services in partnership with City departments and agencies that will enable and support all employees in providing timely high quality services to residents, visitors and businesses.

DESCRIPTION

The Human Resources Department consists of several divisions and sections that provide a full range of personnel and other services to City departments and agencies in accordance with the City Charter.

Administrative Services is responsible for central support for all staff; Citywide personnel audit functions; maintaining records for all City employees; Citywide charitable campaigns; office automation and other employee services. The **Employee Assistance Center** assists employees and their families in identifying problems arising from a variety of personal issues.

The **Employment Services Group** is responsible for the outreach activities, recruitment, testing and selection of applicants. This group also handles workforce planning, pre-employment and return to work activities. **Organization/Employee Development Services (O/EDS)** coordinates employee training and organization change and development activities. The division is also responsible for the Apprenticeship Program, the Tuition Reimbursement Program, supervisory training, advanced leadership development programs, distance education and continuous improvement process training.

Under the City Charter, **Labor Relations** is responsible for the negotiation of all collective bargaining agreements in accordance with the City Charter and State Law. **Employee Benefits** is responsible for administering medical, dental and optical benefits for active employees and retirees. **The Hearings and Policy Development Division** is responsible for developing proposed policy statements on human resources matters and providing administrative support to the Civil Service Commission. **Employee Services** is responsible for supporting the management staff of all City departments by providing human resource services. **Service Improvement Process (SIP) Unit** is responsible for training and coaching employees on administering the Service Improvement Process and recording, evaluating, and reporting employee work performance evaluation data.

GOALS

1. Ensure that staffing requirements of City departments are met.
2. Provide organization and employee development programs and services that meet customers' needs.
3. Negotiate and administer mutually beneficial collective bargaining agreements with labor organizations.
4. Provide consistent application of Human Resources policies, practices and procedures.

DEPARTMENTAL FINANCIAL INFORMATION

	GENERAL FUND	TOTAL
EXPENDITURES	\$31,894,667	\$31,894,667
REVENUES	<u>14,803,856</u>	<u>14,803,856</u>
NET TAX COST	\$17,090,811	\$17,090,811
POSITIONS	377	377